

☐ UNCLASSIFIED
 ☐ INTERNAL USE ONLY
 ☐ CONFIDENTIAL
 ☐ SECRET

Approved For Release 2003/04/29 : CIA-RDP84-00780R000400270005-6

## ROUTING AND RECORD SHEET

|  |          |                    |   |  |
|--|----------|--------------------|---|--|
| SUBJECT: (Optional)                                  |          |                    |   |  |
| FROM:  |          | EXTENSION          | NO.   |  |
|  |          |                    | DATE  |  |
| TO: (Officer designation, room number, and building) | DATE     | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)   |  |
|  | RECEIVED | FORWARDED          |   |  |
| 1. DD/S Executive Officer                            |          |                    | <p>We can comply with DIA request provided an additional courier and vehicle is made available to LSD for this purpose. Or alternately, a staff or part-time employee could be designated to use his own car or a U-Drive vehicle to make the delivery. Approximately one hour will be required for pick up of material at Headquarters Building, delivery to Arlington Hall and return to Headquarters, twice a day. The apparent discrepancy between one hour and 35 minutes via the Pentagon run is the difference between direct delivery and diversion of the Pentagon run.</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 20px auto;"></div> <p style="text-align: right; margin-top: 10px;">STAT</p> |  |
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DD/S Executive Officer

1. On normal working days there are three deliveries of mail to the Pentagon. Each delivery requires two couriers. Schedules are as follows:

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(See reverse side)

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|-------------|--|
| 0830 - 0845 | Prepare and load mail for first delivery   |
| 0845 - 0900 | Travel time to Pentagon (9.4 miles)  |
| 0900 - 1130 | Deliver mail in Pentagon   |
| 1130 - 1145 | Return travel to Headquarters  |
| 1145 - 1155 | Unload and dispose of mail   |
| 1155 - 1225 | Lunch  |
| 1225 - 1255 | Delivery of Restricted Data which can be<br>done only by Pentagon-run couriers who<br>have special clearances (SI, Q, TKH) |
| 1255 - 1310 | Prepare and load mail for second delivery  |
| 1310 - 1325 | Travel time to Pentagon  |
| 1325 - 1515 | Deliver mail in Pentagon   |
| 1515 - 1530 | Return travel to Headquarters  |
| 1530 - 1535 | Unload mail  |
| 1535 - 1545 | Prepare and load mail for third delivery   |
| 1545 - 1600 | Travel time to Pentagon  |
| 1600 - 1645 | Deliver mail in Pentagon   |
| 1645 - 1700 | Return travel to Headquarters (Night shift<br>unloads vehicle)   |

2. Diversion of the Pentagon run via Arlington Hall will require an additional 35 minutes for travel and delivery time. Also, mail picked up at Arlington Hall for CIA will have to be off-loaded at the Pentagon, stored and onloaded again for the return trip to Headquarters. This double handling will consume time in addition to the 35 minutes noted above.

3. The tight schedule of the present Pentagon run will not permit the inclusion of an additional delivery point such as Arlington Hall. Similarly, there are no other courier runs which will permit inclusion of Arlington Hall.

25X1

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## ROUTING AND RECORD SHEET

\* SUBJECT: (Optional)

## FROM:

Chief, Administrative Staff, OCR  
2E 61, Headquarters

EXTENSION

NO.

DATE

16 September 1964

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer to the  
Deputy Director for  
Support

2. 7D 24, Headquarters

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Vernon:

I discussed this with Mr. [ ] Chief, of OCR's Document Division. He had earlier discussed the memo with [ ] and [ ] in the Courier Section. OCR's view is that, if the material could be delivered as requested by DIA, it would mean that the addressees would receive the material a day or so earlier. Intelligence material should obviously be delivered as soon as possible. At that time [ ] explained that, as a result of personnel shortages, the couriers could not provide the additional services, and [ ] accepted that view. All courier service between the Pentagon and the Agency is provided by the Agency, and we already have two trips a day to more than thirty points there. OCR feels that, while it was logical for DIA to request the change, they have no real cause for complaint if CIA can't comply.

If we have to turn down the request, [ ] can contact his counterpart in DIA and explain the reasons.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer to the  
Deputy Director for Support

EXTENSION

NO.

DATE

14 September 1964

STAT

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief/Admin Staff/OCR  
2 E 61 Headquarters

9/15

Brad: *Per our telecon.*

The attached memorandum, signed by Admiral Reed, requesting a change in the delivery of certain CIA material was addressed to the DD/S but it seems to me we should take no action until a determination is made in DD/I of the need or desirability of these changes from CIA's standpoint. I had sent this memo to OCR for such determination but apparently it did not reach the right place and seems to have found its way to a courier who has made a "decision" that we are unable to furnish the desired service. It may be that we will have a problem furnishing the courier service; if so we will look into that if you consider the DIA request justified. Since we have lost some time on this memo, which is dated 26 August 1964, I will appreciate your attention to it as soon as possible.

STAT



Att: Memo dtd 26 Aug 64 to CIA fm  
C/S DIA, subj: (U) Delivery of  
CIA Intelligence Materials

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**Executive Officer to the  
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EXTENSION

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DATE

**14 September 1964**

**STAT**

TO: (Officer designation, room number, and building)

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **Chief/Admin Staff/OCR  
2 E 61 Headquarters**

**Brad:**

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**VRT**

EO-DD/S:VRT:maq

12. Distribution:

Orig - Adse w/O of DD/S 64-4694

✓ 1 - DD/S Subject w/ccy of DD/S 64-4694

13. 1 - DD/S Chrono

**Att: Memo dtd 26 Aug 64 to CIA fm  
C/S DIA, subj: (U) Delivery of  
CIA Intelligence Materials  
(DD/S 64-4694)**